



# Office of the City Clerk

Weekly Report – for Week Ending April 25, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Neighborhood Council Elections** – Candidate Filing Completed, Elections continue:

Region	Qty Filed to Date	Certified	Pending	Withdrew (W) / Disqualified (D)	Starts	Ends	Election Day
Region 1	251	233	0	17W/1D	Dec 23	Jan 22	Mar 8
Region 2	126	111	0	12W/3D	Dec 16	Jan 15	Mar 1
Region 3	210	183	0	18W/9D	Dec 31	Jan 30	Mar 16
Region 4	178	154	0	24W/0D	Jan 4	Feb 3	Mar 20
Region 5	202	184	0	11W/7D	Jan 14	Feb 13	Mar 30
Region 6	195	166	0	8W/21D	Jan 18	Feb 18	Apr 3
Region 7	208	178	0	15W/15D	Jan 27	Feb 26	Apr 12
Region 8	210	188	0	9W/13D	Feb 10	Mar 19	Apr 26
Region 9	72	66	0	6W/0D	Feb 17	Mar 19	May 3
Region 10	120	102	0	12W/6D	Feb 24	Mar 26	May 10
Region 11	227	210	0	12W/5D	Mar 4	Apr 3	May 18
Region 12	32	30	0	2W/0D	Feb 17	Mar 24	May 6

## TOP ISSUES

- **Neighborhood Council Elections continue.**
- **Initiative Petition signature verification is in process.**
- **Customer Survey results analysis has started.**
- **Completed April CompStat Meetings with each Division.**

**CompStat Meetings** – The CompStat meetings for the Neighborhood and Business Improvement Districts Division and the Systems Division were held on April 24<sup>th</sup>. All six Divisions have now completed their first monthly CompStat meeting.

**CompStat - Customer Survey** – An electronic survey (Survey Monkey) was made available on the LACityClerk Connect site and emails that go out to the Council Agenda subscribers. More than 1,000 survey responses have been received to date. Analysis of the results and comments has started, from which an action plan will be developed. The Department of Neighborhood Empowerment (DONE) will include the survey link in their NC Newsletter this week.

**Department Collaboration - Claims Against the City** – two meetings were held with staff from the City Attorney and the Information Technology Agency to discuss workflow improvements and desired modifications to the current Claims Against the City processing system. ITA will be reporting back on whether funding for a replacement system was included in the Mayor's Proposed Budget before taking next steps. We have asked to be included in future requirements discussions to ensure our needs are also included. The City Clerk's office is the receiving point for all claims against the City. The Claims System was developed for the City Attorney's Office and supported by ITA.

**City Elections** – On April 21, it was determined that the proponents for a City health commission initiative petition submitted 102,966 signatures, which is a sufficient amount to conduct the next step to examine and certify the signatures for validity. On April 22, staff began the random sampling procedure which includes the examination of at least five percent of the signatures. This process must conclude by May 6, 2014.

**City Elections** – The Police Department Retired Employee Member of the Board of Fire and Police Pensions Commissioners Election Day was April 22. The tally was conducted on April 24.

**Microfilm Conversion of Council Minutes** – An additional 20 reels were converted to digital format in the past week. This brings the total number of reels completed to 72. Our target for fiscal year 2013/2014 is 224 rolls, so we are 32% complete with our annual goal and 8% complete with the total project. This is on the Mayor's Metrics.



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**City Records Center - Significant Research Requests** - Anna Sklar, author of "Brown Acres, an Intimate History of the Los Angeles Sewers" and a retired Public Works employee is researching the photographs of street work and street conditions in the City Archives. This is part of a project with the Los Angeles City Historical Society, funded by the John Randolph Haynes and Dora Haynes Foundation, to catalog photographs of public works projects.

Linda Vida, former Director of the Water Archives at UC Berkeley, now consulting with the DWP Associates and with the new Water Archives at UC Riverside, visited the City Archives for background information on our holdings relative to a DWP Associates project to make water related records more publicly accessible.

**Administrative Services** - Staff provided fund language related to surplus election and general city purposes funds to the CAO for inclusion in the Financial Status Report, and coordinated with the City Attorney on several outstanding draft contracts.

**AB 1290/Council** - Staff completed drafting three new contracts, has five more contracts in process, processed six payments and closed out two contracts to recipients of AB 1290 funds.

**General City Purposes** - Staff reviewed 7 GCP allocation requests, processed 18 payments, drafted one supplemental agreement and two new contracts.

**Personnel** - Staff attended Mandatory Accessible Messaging Training for Department ADA Coordinators, Public Information Officers and Emergency Preparedness Coordinators provided by Department on Disability staff.

**Neighborhood and Business Improvement Districts** - Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law. The Technical Research Unit continues to review data submissions for the business improvement districts renewals.

The billing unit continues to work with the Systems Division to upload data to invoice the Los Feliz and Wilshire Center Merchant based business improvement districts.

Staff met with the Chief Legislative Analyst and CD 7 representatives to discuss the Panorama City BID renewal and a potential loan.

**City Clerks Association of California Conference** - the interim City Clerk attended the 2014 Annual Conference this week. The mission of the CCAC is to promote the profession of City Clerk's through education, support, and communication.

## ISSUES

**Council and Committee Meeting Webcasting** - the video webcast server in Council Chambers did not automatically start this week and required manual intervention. The vendor and the Information Technology Agency continue to troubleshoot the intermittent problems with the video and audio Council Meeting webcasting services.

## UPCOMING . . . .

**Monthly CompStat Meetings** - The Records Management and the Elections Division CompStat meeting will be held on May 1<sup>st</sup>.